



## SOUTH DAKOTA PROPERTY MANAGEMENT

South Dakota Bureau of Administration  
1320 E. Sioux Avenue  
Pierre, South Dakota 57501  
(605) 773-4935  
Fax: (605) 773-3837

This form must accompany the Trade-in  
Request submitted to the Office of  
Procurement Management

### APPRAISAL SHEET

Requestor:	Date:
Department:	Telephone:
Purchase Date:	Fixed Asset No:
Purchase Cost:	Serial Number:
Year:	Make:
Hours/Mileage:	Model:
Description of Equipment:	
Condition of Equipment:	

\_\_\_\_\_  
Property Management Director Signature

\_\_\_\_\_  
Date

#### To be completed by Property Management

Appraisal Contact:	<b>Appraisal valid for 90 days from this date:</b>
Appraised Value:	
Comments:	